Directions for Completing the Online MCCTE Navigator Gap Analysis

A. The following steps will assist you in completing the Gap Analysis for the specific program you need for your C10 Section of your TRAC Notebook.

1. Go to the home page of MCCTE Navigator http://ctenavigator.org
2. Login
3. Go to the "Programs" tab and click on "My Programs"
4. Click on the most current set of standards for your CIP
5. Go to the bottom left hand side of the screen in the "Links" box and click on "My Gap Analysis"

B. Complete the Gap Analysis on your computer by rating each of the performance elements (indicated with a number) using the following rating chart.
- Think about your delivery and at what level you are delivering the performance element.
  - 4 – Exceeds criteria and/or they are able to teach the task
  - 3 – Accomplishes task to criteria
  - 2 – Accomplishes task with help
  - 1 – Exposed to the task
  - N – Not exposed to task

  - *Note: You can click on the side bar that says "Save Changes" or click on "Save" at the end of the document.*
  - *Note: You can access the measurement criteria for a performance element by clicking on the "Show Measurement Criteria" stated under the performance element.*

C. For any performance element that you may have identified as delivering at a "1" or "N" level you need to complete the plan of improvement section.
- In the **Plan** section you need to identify what needs to be changed or improved to deliver the performance element at a level "2" or better.
- In the **Who** section you need to type in who is going to complete the Plan.
- In the **When** section you need to type in when the Plan will be completed.

  - *Note: You can click on the side bar that says "Save Changes" or click on "Save" at the end of the document.*

D. Once you have completed your Gap Analysis:
- Click on the side bar at the end of the document that says "Save". Your Gap Analysis will be stored in MCCTE Navigator.
- Save a PDF of the Gap Analysis document and upload that file into Section C10 of your program's CIP Self-Review. CTE administrators can then view your program's Gap Analysis by logging in to MCCTE Navigator and accessing your program's CIP Self-Review.
- You may print your Gap Analysis by clicking on "Print" at the end of the document.

  - *Note: The option to export into Excel is not recommended due to formatting issues.*